Template Email for Gathering Subrecipient Documents from an Institution in the FDP Expanded Clearinghouse

Dear [X],

I am working with my PI [PI NAME] to submit a proposal to [SPONSOR] with a deadline of [DATE]. [INSTITUTION] will be a subcontractor to the University of Tennessee on that proposal. Since [INSTITUTION] is also a FDP Expanded Clearinghouse pilot institution, we are not asking for our standard subrecipient commitment form. Instead, a simple email from your Office of Sponsored Programs (or equivalent) with the following project specific information is all we’ll need.

- Sub PI Name:
- Performance Location:
- Subaward Amount:
- Are you contributing cost share (and if so the amount)?
- Are there Human Subjects involved?
- Are there Animal Subjects involved?
- Office of Sponsored Programs Contact
  - Name:
  - Email:
  - Phone:

Also, please provide an institutionally approved:
- Statement of Work
- Budget
- Budget Justification

We look forward to working with [INSTITUTION]. If you have any questions please don’t hesitate to ask.

Thanks,

[NAME]